

**Lamar University – M.Ed. in Educational Technology Leadership**

## Field-based Activities Monthly Report: Log

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the week.) Enter the hours you worked for each week at the end of the row. Total the month’s hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

***\*\* Please note, I went back and revised the internship hours spent during May and June once I realized I could put more than one hour per activity. This made my real total to date 29, instead of 13 which I had previously put. – Lindsay Harris***

29

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| --- | --- | --- | --- |
| **Date: \_\_9-10-2011\_\_\_ Total Internship hours at the start of the month:** | | |  |
| **Week** | **Functions** | **Description** | **Hrs** |
| **1** | **Week’s Activities** | Create Units incorporating Technology for my team | 4 |
| **Standard/Indicator** | TF-II.A, |
| **Communication with Site Mentor** | My site mentor for this month had to change because my old site mentor took a new job at a different campus. Therefore, during the beginning of this month, I didn’t have a mentor at all! I did however talk at length with my department head, who has been one of my connections throughout my internship process. He helped me design a few lessons using technology and Kaegan structures to better support learning my classroom. I then shared these ideas with my team of colleagues. |
| **2** | **Week’s Activities** | Provide Professional Development, Support my grade level team with integrating technology, model the use of digital assessment tools, |  |
| **Standard/Indicator** | TF- I.A, TF-II.B, TF-II.E, TF-IV.A  10 |
| **Communication with Site Mentor** | During the first week back to school, I provided professional development in small group to teachers needing tech support integrating web tools and hardware into their classroom. I worked on things like Polleverywhere.com and getting the kids access to use their smart phones in the classroom. I also worked with my department head to help teachers in my department to work with the new learning software, D2SC and using this software to create assessments and collect data. |
| **3** | **Week’s Activities** | Provide professional development on technical support, identify and apply useful technology strategies for helping diverse learners, assisting my team teachers in choosing technology to fit their classroom learners | 10 |
| **Standard/Indicator** | TF-V.A, TF-VI.B, TF-VI.D, TF-VI.E |
| **Communication with Site Mentor** | Communication this week was limited because school was just starting. I did however work a bit with my new site principal on ways I could help teachers incorporate technology to help struggling learners. |
| **4** | **Week’s Activities** | Instruct teachers on how to better organize their work, provide technical support to the department and support professional development of technical skills.  8 |  |
| **Standard/Indicator** | TF-VII.A, TF-VII.B, TF-VII.C |
| **Communication with Site Mentor** | No communication this week. |
| **5** | **Week’s Activities** |  |  |
| **Standard/Indicator** |  |
| **Communication with Site Mentor** |  |
| **Hours worked this month:** | | | 61 |
| **Total Internship hours to date including this month:** | | |  |